

TELECOMMUNICATION POLICY COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Telecommunication Policy Coordinator position is to oversee the coordination of the City's policy and practices as it relates to telecommunication issues including: private fiber optic infrastructure, wireless communication facilities, legislative and regulatory changes, and convergence of data networking, telephony, and cable industries. Work is performed under general supervision of the Chief Information Officer.

ESSENTIAL FUNCTIONS

Provides a single point of contact as needed by the Telecommunications Industry to facilitate involvement and interaction with the City.

Promotes and supports information sharing and coordination between all of the City departments working on the many facets of the telecommunications issues.

Researches and develops appropriate policies and standards to guide the City's telecommunications services and objectives.

Solicits and/or negotiates limited telecommunications services as appropriate in the public right-of-way or on other public property.

Communicates with customers, staff, management, and the public to solve concerns, answer questions, or give information.

Manages projects including allocation of resources and timelines and reports on status to management.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Management practices and procedures
Information Systems related terminology, practices and procedures
I.S. processes, regulations, codes, ordinances and terminology
Thorough working knowledge of MS Windows, UNIX, and TCP/IP network environments

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy.
Evaluate and resolve customer problems and issues.
Understanding of MS Windows, UNIX, and TCP/IP applications and the network environments.
Review procedures and problems and develop solutions and new systems
Listen and communicate effectively with a diverse group of people

Establish and maintain effective working relationships with co-workers, supervisors, contractors, vendors, and the general public

Operate a PC to compose reports and correspondence
Understand and interpret City ordinances, stipulations, codes, policies and procedures and understand the logic behind them
Communicate effectively with the public, staff and co-workers
Study problems and develop innovative solutions; prepare and present effective written and oral reports

Education & Experience

Any combination of training, education and experience equivalent to a bachelor's degree in land use planning and development or a closely related field and four years experience as a planner with demonstrated understanding of the telecommunications industry.

FLSA STATUS: Exempt

HR Ordinance Status: Unclassified